

PERSONNEL COMMITTEE AGENDA

December 16, 2020, 8:00 am

Virtual Meeting Held in Accordance with Public Act 228 of 2020

Zoom Virtual Meeting

Meeting ID: 399-700-0062 / Password: LCBOC

<https://zoom.us/j/3997000062?pwd=SUdLYVFFcmozWnFxbm0vcHRjWkVIZz09>

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1. CALL MEETING TO ORDER

2. APPROVAL OF AGENDA

3. CALL TO THE PUBLIC

4. APPROVAL OF MINUTES

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Minutes of Meeting Dated: November 18, 2020

Closed Meeting Minutes Dated: November 18, 2020

5. TABLED ITEMS FROM PREVIOUS MEETINGS

6. REPORTS

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Committees

8. CLOSED SESSION

- Labor Relations Update

9. ADJOURNMENT

PERSONNEL COMMITTEE

MEETING MINUTES

Livingston County

November 18, 2020, 8:30 am

Virtual Meeting Held in Accordance with Public Act 228 of 2020

Zoom Virtual Meeting

Meeting ID: 399-700-0062 / Password: LCB0C

<https://zoom.us/j/3997000062?pwd=SUdLYVFFcmozWnFxbm0vcHRjWkVIZz09>

Members Present:

William Green, remotely from Deerfield Township, Michigan

Wes Nakagiri, remotely from Hartland Township, Michigan

Douglas Helzerman, remotely from Handy Township, Michigan

1. CALL MEETING TO ORDER

The meeting was called to order by Commissioner Green at 8:36am

2. APPROVAL OF AGENDA

Motion to Approve the Agenda as presented.

Moved By: Doug Helzerman

Seconded By: Wes Nakagiri

Roll Call Vote: YES (3): D. Helzerman, W. Nakagiri, W. Green; **NO (0):** None; **Absent (0):** None

Motion Carried (3-0-0)

3. CALL TO THE PUBLIC

None

4. APPROVAL OF MINUTES

Minutes of Meeting Dated: October 21, 2020

Closed Session Minutes Dated: October 21, 2020

Motion to Approve Minutes as presented.

Moved By: Wes Nakagiri

Seconded By: Doug Helzerman

Roll Call Vote: YES (3): D. Helzerman, W. Nakagiri, W. Green; **NO (0):** None; **Absent (0):** None

Motion Carried (3-0-0)

5. TABLED ITEMS FROM PREVIOUS MEETINGS

None

6. REPORTS

Commissioner Helzerman thanked Jennifer Palmbo for providing a report on number of abortions and for the 10-year COLA research. Jennifer Palmbo discussed adding a resolution and discussion to the next meeting regarding extending the COVID-19 sick pay. Nathan Burd spoke regarding working remotely for those who can per MIOSHA.

7. RESOLUTIONS FOR CONSIDERATION

7.1 911 Central Dispatch

Resolution Authorizing the Reclassification of the 911 Central Dispatch Training Coordinator

Motion to Approve the above Resolution.

Moved By: Wes Nakagiri

Seconded By: Doug Helzerman

Roll Call Vote : YES (3): D. Helzerman, W. Nakagiri, W. Green; **NO (0):** None; **Absent (0):** None

Motion Carried (3-0-0)

7.2 Human Resources

Resolution Authorizing an Agreement with Aon to Provide Employee Benefits Broker and Consulting Services

Motion to Approve the above Resolution and move to Finance.

Moved By: Doug Helzerman

Seconded By: Wes Nakagiri

Roll Call Vote : YES (3): D. Helzerman, W. Nakagiri, W. Green; **NO (0):** None; **Absent (0):** None

Motion Carried (3-0-0)

7.3 Board of Commissioners

Resolution Setting Compensation for Livingston County Commissioners for Years 2021 and 2022

Motion to Approve the above Resolution and move to Finance.

Moved By: Doug Helzerman

Seconded By: Wes Nakagiri

Roll Call Vote : YES (3): D. Helzerman, W. Nakagiri, W. Green; **NO (0):** None; **Absent (0):** None

Motion Carried (3-0-0)

7.4 Board of Commissioners

Resolution Approving an Appointment to the Livingston County Community Mental Health Authority Board

Motion to Approve the above Resolution and move to Board of Commissioners.

Moved By: Doug Helzerman

Seconded By: Wes Nakagiri

Roll Call Vote: YES (3): D. Helzerman, W. Nakagiri, W. Green; **NO (0):** None; **Absent (0):** None

Motion Carried (3-0-0)

2nd CALL TO THE PUBLIC

Elizabeth Hundley-County Clerk requested another call to the public. She expressed how important it was to continue working remotely for those who can in order to keep all employees safe and healthy.

8. CLOSED SESSION

Union Negotiations Update

Motion to go into Closed Session at 9:30am

Moved By: Doug Helzerman

Seconded By: Wes Nakagiri

Roll Call Vote : YES (3): D. Helzerman, W. Nakagiri, W. Green; **NO (0):** None; **Absent (0):** None

Motion Carried (3-0-0)

Motion to Return to Open Session at 9:51am.

Moved By: Doug Helzerman

Seconded By: Wes Nakagiri

Roll Call Vote : YES (3): D. Helzerman, W. Nakagiri, W. Green; **NO (0):** None; **Absent (0):** None

Motion Carried (3-0-0)

9. ADJOURNMENT

Motion to Adjourn Meeting at 9:52am

Respectfully submitted by:
Pam Dinsmore
Recording Secretary

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Reclassification of the Wastewater Superintendent Drain Commissioner

WHEREAS, the Wastewater Superintendent is a reclassified position where the incumbent has retired and the job description has been re-written to articulate the expanded administrative responsibilities of the position; and

WHEREAS, the position has changed to work with the Deputy Drain Commissioner on identifying and prioritizing system upgrades and capital budgeting, site plan review, update or creation of sanitary sewer system design standards and policies and personnel policies development and implementation. The position retains responsibility for supervision of all personnel and assignment of work orders and preventive maintenance activities. The educational requirement for the position has also been increased to an Associate's Degree to ensure the necessary background required to perform administrative tasks and provide necessary wastewater systems expertise; and

WHEREAS, this position has been evaluated by Municipal Consulting Services, LLC., who is recommending the Wastewater Superintendent position be classified at Grade 9; and

WHEREAS, the entirety of the costs of this position incurred by Livingston County are reimbursed in full by the DPW enterprise funds of the Septage Receiving Station and Livingston Regional Sewer System, as well as nine (9) sanitary sewer drainage districts.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the reclassification of the Wastewater Superintendent position be at Grade 9.

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MOVED:
SECONDED:
CARRIED:

MUNICIPAL CONSULTING SERVICES LLC

November 19, 2020

Ms. Jennifer Palmbos
Director of Human Resources/Labor Relations
Livingston County
304 East Grand River Avenue, Suite 205
Howell, MI 48843

Dear Ms. Palmbos,

This letter is in regard to your request for our firm to conduct a classification analysis for the re-titled position of Wastewater Superintendent in the Livingston County organization. In completing the classification analysis for this new position I have performed the following tasks:

- Reviewed job-related information including the job description information submitted by the Deputy Drain Commissioner.
- Spoke with the Deputy Drain Commissioner regarding the expected duties of the position.
- Reviewed information regarding Livingston County's classification and compensation system including job evaluation totals and the grade structure.
- Point-factored the classification utilizing the accumulated understanding of the position, the pay structure and the job evaluation (point factor) plan.
- Developed a recommended pay grade level for the classification.

The results of the classification analysis for the position are included in the attached Table A. The position was evaluated based on ten compensable job factors. These are the same factors and values that were utilized to develop Livingston County's pay grade structure.

BACKGROUND FOR THE POSITION OF WASTEWATER SUPERINTENDENT

The Wastewater Superintendent was previously titled: Sanitary Facilities Superintendent. The incumbent has retired and the job description has been re-written to articulate the expanded administrative responsibilities of the position including working with the Deputy Drain Commissioner on identifying and prioritizing system upgrades and capital budgeting, site plan review, update or creation of sanitary sewer system design standards and policies and personnel policies development and implementation. The position retains responsibility for supervision of all personnel and assignment of work orders and preventive maintenance activities. The

educational requirement for the position has also been increased to an Associate's Degree to ensure the necessary background required to perform administrative tasks and provide necessary wastewater systems expertise.

The point factor evaluation for the position, summarized below, considers all duties associated with the re-titled job.

POINT FACTOR ANALYSIS AND RESULTS

As noted above, I have evaluated the position using the ten point factors which comprise the County's job evaluation plan. The results of this evaluation are summarized in the attached Table A. In summary, the analysis has resulted in a point total of 2,007 for the Wastewater Superintendent. This would place the re-titled position in grade 9 of the County's pay grade structure.

* * * * *

We have appreciated the opportunity to assist Livingston County in this important classification analysis. Please feel free to contact me at 734.904.4632 if you have questions or wish to discuss the findings and conclusions.

Very truly yours,



Mark W. Nottley, Principal
Municipal Consulting Services LLC

TABLE A
LIVINGSTON COUNTY
POINT TOTALS FROM CLASSIFICATION ANALYSIS PROCESS OF NOVEMBER 19, 2020

Classification Reviewed:	1	#	2	3	#	4	#	5	6	#	7	8	9	10	Recommended Total Points:	Recommended Grade:
Wastewater Superintendent	337	c 4	330	260	d2	50	c 1	360	100	c 2	80	350	40	100	2007	9

LIVINGSTON COUNTY JOB DESCRIPTION

WASTEWATER SUPERINTENDENT

Supervised By: Deputy Drain Commissioner

Supervises: Serves as a working supervisor for employees assigned to Sanitary Facilities

FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the Deputy Drain Commissioner is responsible for managing the field operations for Livingston County's sanitary sewer treatment and collection systems. Responsibilities include supervising the wastewater field crew, coordinating and directing daily activities, identifying system needs, prioritizing system improvements, and communicating with contractors and developers on current and future projects. Works collaboratively with the Deputy Drain Commissioner to communicate issues regarding wastewater system operations.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Operates and maintains sanitary sewer collection system, treatment facilities, and onsite community wastewater systems.
2. Serves as a working supervisor to staff to include assigning and monitoring work, training, and providing direction and expert input. Reports issues and personnel problems to superiors.
3. Communicates professionally with landowners, regulatory agencies, developers, septic haulers, local units of government, and the general public with questions or concerns regarding the County's sanitary sewer systems.
4. Communicates directly with property owners, developers, and representatives from local units of government on projects seeking to connect to the County sanitary sewer system. Provides recommendations to the Deputy Drain Commissioner for upgrades that are necessary to allow additional customers to connect to the sewer system.
5. Attends pre-construction meetings for construction projects to provide input on impacts to the County's sanitary sewer infrastructure.
6. Directs the Operators to inspect various equipment and structures. Communicates

findings and recommendations to the Deputy Drain Commissioner to assist in setting priorities, schedules, and goals for improvement.

7. Reviews site plans for new development, redevelopment, road improvements, or other construction projects that may potentially impact the County's sanitary sewer system.
8. Creates and modifies work orders through the asset management software and assigns to operators as needed.
9. Serves as lead responder to emergency requests on a 24-hour basis.
10. Establishes daily work schedules and on-call rotation for sanitary field staff.
11. Develops and maintains schedule for preventative maintenance of pump stations, valves, grinder systems, and other critical system components.
12. Works with the Deputy Drain Commissioner to develop and/or update sanitary sewer system design standards and policies.
13. Stays up-to-date on industry trends to learn the latest technology as it relates to sanitary system equipment and repair options and researches various technologies for system improvements.
14. Recommends training and purchase of equipment and materials to the Deputy Drain Commissioner as needed to maintain a safe and efficient work environment.
15. Provides input to the Deputy Drain Commissioner during the budgeting process to account for near-term and long-term sanitary sewer system improvements.
16. Ensures all Wastewater Operators comply with state of Michigan reporting requirements for sanitary sewer overflows as required under Part 31 of Public Act 451, as amended.
17. Supports the Deputy Drain Commissioner in establishing, modifying, and implementing a Capital Improvement Plan and Asset Management Plan
18. Develops and updates standard operating procedures (SOPs).
19. Works with the Deputy Drain Commissioner to conduct performance evaluation of Wastewater Technical Specialist, Wastewater Operators, and Assistant Wastewater Operators.
20. Performs other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Associate's Degree in applied science, water/wastewater environmental technology or a related technology field with five years of progressively greater experience in the technical and supervisory aspects of wastewater utility operation. Or, a high school diploma/GED and ten years of experience; or an acceptable combination of experience and wastewater certification(s) recognized by the State of Michigan.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Ability to obtain and keep current all applicable certifications and training, including forklift, vactor, overhead crane, confined space, first aid, and any other requirements necessary to perform the job duties.
- Michigan Commercial Driver's License Class A.
- Ability to lead and supervise the work of others including directing assignments, monitoring work, providing instruction and evaluating staff performance.
- Thorough knowledge of the principles and practices of collection systems operations, on-site wastewater treatment operations, and maintenance and repair of such facilities.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors, landowners, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of underground line locating equipment, confined space meters, toxic gas data loggers, electrical testing equipment, and sewage sampling meters.
- Ability to attend meetings at times other than normal working hours.
- Skill and experience in the oversight of sanitary sewer system operations and related system projects.
- Project management experience working with various stakeholders such as regulatory agencies, local units of government, contractors, and developers.

- Mechanical aptitude with knowledge of mechanical and electrical equipment.
- Ability to follow verbal and written instructions and pay explicit attention to detail.
- NASSCO Pipeline Assessment and Manhole Assessment Certifications.
- Skill in the use of office equipment and technology, including some knowledge of Microsoft Suite applications and the ability to learn department-specific software.
- Ability to respond to emergencies or service needs on a 24-hour basis

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit, walk, climb, use hands and fingers, talk, hear, and view and create written documents. The employee uses hand strength to grasp tools and may climb ladders or uneven terrain. The employee is frequently required to reach with hands and arms, such as to operate and repair vibrating machinery, use wrenches, hand tools, etc., and operate motorized equipment and vehicles. The employee must lift or push/pull objects of up to 75 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

While performing the duties of this job, the employee frequently works near moving mechanical parts and is exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually moderate to loud.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Creation of the Wastewater Technical Specialist Position- Drain Commissioner

WHEREAS, the Wastewater Technical Specialist is a new position that will serve as the technical expert on software and sanitary sewer system components; and

WHEREAS, the position will be responsible for system diagnostics, the implementation and troubleshooting of asset management software, and SCADA systems and pump station control systems. To ensure the best use of resources, the position will also be assigned to sanitary sewer system maintenance and repairs as dictated by workload needs and the incumbent's availability. The addition of this new position recognizes the increased reliance of technological systems and the need to ensure proper use, maintenance and data system development – and the identification and implementation of new best practices. The position will require an Associate's Degree with coursework geared to satisfy these operational needs; and

WHEREAS, this position has been evaluated by Municipal Consulting Services, LLC., who is recommending the Wastewater Technical Specialist position be classified at Grade 8; and

WHEREAS, the entirety of the costs of this position incurred by Livingston County are reimbursed in full by the DPW enterprise funds of the Septage Receiving Station and Livingston Regional Sewer System, as well as nine (9) sanitary sewer drainage districts.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the job review of the Wastewater Technical Specialist position be at Grade 8.

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**MOVED:
SECONDED:
CARRIED:**

MUNICIPAL CONSULTING SERVICES LLC

November 19, 2020

Ms. Jennifer Palmbos
Director of Human Resources/Labor Relations
Livingston County
304 East Grand River Avenue, Suite 205
Howell, MI 48843

Dear Ms. Palmbos,

This letter is in regard to your request for our firm to conduct a classification analysis for the new position of Wastewater Technical Specialist in the Livingston County organization. In completing the classification analysis for this new position I have performed the following tasks:

- Reviewed job-related information including the job description information submitted by the Deputy Drain Commissioner.
- Spoke with the Deputy Drain Commissioner regarding the expected duties of the position.
- Reviewed information regarding Livingston County's classification and compensation system including job evaluation totals and the grade structure.
- Point-factored the classification utilizing the accumulated understanding of the position, the pay structure and the job evaluation (point factor) plan.
- Developed a recommended pay grade level for the classification.

The results of the classification analysis for the new position are included in the attached Table A. The position was evaluated based on ten compensable job factors. These are the same factors and values that were utilized to develop Livingston County's pay grade structure.

BACKGROUND FOR THE POSITION OF WASTEWATER TECHNICAL SPECIALIST

The Wastewater Technical Specialist is a new position that will serve as the technical expert on software and sanitary sewer system components. The position will be responsible for system diagnostics, the implementation and troubleshooting of asset management software, and SCADA systems and pump station control systems. To ensure the best use of resources, the position will also be assigned to sanitary sewer system maintenance and repairs as dictated by workload needs and the incumbent's availability.

The addition of this new position recognizes the increased reliance of technological systems and the need to ensure proper use, maintenance and data system development – and the identification and implementation of new best practices. The position will require an Associate's Degree with coursework geared to satisfy these operational needs.

The point factor evaluation for the new position is summarized below.

POINT FACTOR ANALYSIS AND RESULTS

As noted above, I have evaluated the position using the ten point factors which comprise the County's job evaluation plan. The results of this evaluation are summarized in the attached Table A. In summary, the analysis has resulted in a point total of 1,828 for the Wastewater Technical Specialist. This would place the position in grade 8 of the County's pay grade structure.

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We have appreciated the opportunity to assist Livingston County in this important classification analysis. Please feel free to contact me at 734.904.4632 if you have questions or wish to discuss the findings and conclusions.

Very truly yours,



Mark W. Nottley, Principal
Municipal Consulting Services LLC

TABLE A
LIVINGSTON COUNTY
POINT TOTALS FROM CLASSIFICATION ANALYSIS PROCESS OF NOVEMBER 19, 2020

Classification Reviewed:	1	#	2	3	#	4	#	5	6	#	7	8	9	10	Recommended Total Points:	Recommended Grade:
Wastewater Technical Specialist	313	c 3	300	240	d1	0		300	90	c 1	120	325	40	100	1828	8

LIVINGSTON COUNTY JOB DESCRIPTION

WASTEWATER TECHNICAL SPECIALIST

Supervised By: Wastewater Superintendent

Supervises: No supervisory responsibility

FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the Wastewater Superintendent is responsible for serving as the technical expert on software and critical sanitary sewer system components, including system diagnostics, implementing and troubleshooting asset management software and SCADA systems and pump station control systems. Also assists with sanitary sewer system maintenance and repairs, performing any and all of the duties of a Wastewater Operator as needed.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Operates and maintains sanitary sewer collection system, treatment facilities, and onsite community wastewater systems.
2. Performs any and all of the duties of a Wastewater Operator as needed.
3. Communicates professionally with landowners, regulatory agencies, developers, septic haulers, local units of government, and the general public with questions or concerns regarding the County's sanitary sewer systems.
4. Develops sampling protocol to comply with state and local requirements.
5. Serves as a lead responder to emergency requests on a 24-hour basis.
6. Locates and flags underground utilities in response to MISS DIG design and construction staking requests.
7. Conducts pump station drawdown tests to evaluate pump performance.
8. Stays up-to-date on industry trends to learn the latest technology as it relates to sanitary system equipment and repair options and researches various technologies for system improvements.

9. Reviews and analyzes operational data collected through SCADA systems and troubleshoots, and reports concerns to the Wastewater Superintendent and Deputy Drain Commissioner.
10. Assists the Wastewater Superintendent in developing and updating standard operating procedures (SOPs).
11. Trains field personnel on utilizing various technologies such as GPS, GIS, SCADA and asset management software.
12. Installs operational controls and instrumentation for integration with SCADA systems in a variety of control schemes that monitor and control the sanitary sewer systems.
13. Serves as safety representative for sanitary sewer operations, including implementation of job hazard analysis, OSHA compliance, safety training, and recommending the purchase of safety-related equipment and supplies.
14. Troubleshoots issues with sanitary sewer control systems and communicates necessary repairs to the Wastewater Superintendent and Deputy Drain Commissioner.
15. Collects GPS data for new infrastructure and updates existing GIS maps.
16. Functions as asset management software administrator responsible for implementing software upgrades and other improvements as needed.
17. Reviews and recommends plans and specifications for instrumentation, computer programs, and other systems.
18. Complies with State of Michigan reporting requirements for sanitary sewer overflows as required under Part 31 of Public Act 451, as amended.
19. Assists with data collection, software administration, and technical training for the Drain Commissioner's Office's maintenance workers as needed.
20. Performs other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Associate's Degree in applied science, water/wastewater environmental technology or a related technology field with five years of experience. Or, a high school diploma/GED and ten years of experience. Acceptable experience includes working as a wastewater

collection systems operator directly involved with software programs and control systems.

- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Ability to obtain and keep current all applicable certifications and training, including forklift, vactor, overhead crane, confined space, first aid, and any other requirements necessary to perform the job duties.
- Michigan Commercial Driver's License Class A with tanker endorsement or the ability to obtain within a reasonable timeframe.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors, landowners, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of underground line locating equipment, confined space meters, toxic gas data loggers, electrical testing equipment, and sewage sampling meters.
- Mechanical aptitude with knowledge of mechanical and electrical equipment.
- Ability to follow verbal and written instructions and pay explicit attention to detail.
- NASSCO Pipeline Assessment and Manhole Assessment Certifications.
- Advanced skills in Microsoft Word, Excel, and database management, and the ability to learn department-specific software.
- Experience collecting data using a GPS unit.
- Ability to analyze, interpret and operate various complex software programs.
- Knowledge of ArcGIS software and experience creating or modifying basic maps, including representation of geospatial data.
- Ability to respond to emergencies or service needs on a 24-hour basis

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable

individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit, walk, climb, use hands and fingers, talk, hear, and view and create written documents. The employee uses hand strength to grasp tools and may climb ladders or uneven terrain. The employee is frequently required to reach with hands and arms, such as to operate and repair vibrating machinery, use wrenches, hand tools, etc., and operate motorized equipment and vehicles. The employee must lift or push/pull objects of up to 75 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

While performing the duties of this job, the employee frequently works near moving mechanical parts and is exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually moderate to loud.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Approving the Tentative Agreement between the Livingston County Board of Commissioners and the Michigan Association of Fire Fighters Representing Paramedics

WHEREAS, negotiations have resulted in a tentative agreement between the Livingston County Board of Commissioners and the Michigan Association of Fire Fighters (hereinafter referred to as “MAFF”), for the period of 1/1/21 through 12/31/21; and

WHEREAS, the Paramedics have ratified the tentative agreement; and

WHEREAS, the modifications to the agreement are consistent with Board policy concerning wages and benefits; and

WHEREAS, the approval of the tentative agreement by the Board of Commissioners is the final action needed to execute this agreement.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the agreement reached with the MAFF and the Livingston County Board of Commissioners for the period of 1/1/21 through 12/31/21.

BE IT FURTHER RESOLVED that the Chair of the Board of Commissioners be authorized to sign all contracts necessary to effectuate this agreement.

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MOVED:
SECONDED:
CARRIED:

98 11-30-2020

SS
11/25/2020

Livingston County EMS

Tentative Agreement

11/24/2020

NEW Section 12.0. Hospitalization Insurance

F. Effective 1/1/2021, consistent with Resolution 2019-08-121, elective abortion coverage is eliminated from all health plans.

Section 15.0. Classification and Rates.

Effective 1/1/2021, or upon ratification by all parties, whichever is later, the wage scales shall be increased 2.25%.

NEW SECTION PERSONAL LEAVE. Effective 1/1/2021, or upon ratification by all parties, whichever is later, employees shall receive eight (8) hours Personal Leave, deposited into a Personal Leave bank on January 1st of each year. Unused Personal Leave hours remaining at the end of each year will be forfeited. There shall be no payout of unused Personal Leave upon separation of employment with the County. Personal Leave time shall be approved as outlined in the contract Section 11.4. Paid Time Off, Section B, except that twelve (12) hour employees shall use all eight (8) hours at once.

Section 11.4. Paid Time Off

C. UNSCHEDULED PTO. Employees may use PTO for SICK leave for full or partial shift (tardiness), whether it be scheduled or unscheduled leave. However, unscheduled PTO usage shall be considered unapproved time off and shall be subject to discipline under this section. Unscheduled usage of PTO shall be deemed approved once such verification of illness or injury is provided, unless covered under FMLA or ADA leave. If an employee cannot provide proof of the illness or injury, said absence or tardy will not be approved by the Director or his/her designee and will be subject to discipline under this section. Proof / verification of illness or injury shall be in the form of a discharge summary from the health care provider.

Section 19. Term of Agreement. This Agreement shall be in full force and effect from January 1, 2018, to and including **December 31, 2021** ~~December 31, 2020~~. Not earlier than one hundred twenty (180) days prior to the expiration of the contract, either party may request that the other commence negotiations for a new or modified agreement. Upon receipt of such notice, the parties shall select mutually agreeable dates and times to negotiate.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE: , 2020

Resolution Reauthorizing and Modifying Emergency Temporary COVID-19 Leave Benefits For Eligible County Employees--County Administration

WHEREAS, in response to COVID-19 Pandemic, in March and April 2020 the Board of Commissioners proactively authorized and, to comply with law, subsequently modified the provision of emergency temporary COVID-19 leave benefits for certain classes of eligible County employees which:

- (i). were afforded statutory coverage under the Emergency Paid Sick Leave Act (“EPSLA”) and/or,
- (ii) are classified as Livingston County Emergency Responders and/or Healthcare Providers excluded from coverage of the EPSLA (“County EPSLA Exempt Employees”)

See, Resolutions 2020-03-80 (superseded), 2020-04-83 and 2020-04-84; and

WHEREAS, unless extended by an act of Congress, the statutory EPSLA benefit is set to expire on December 31, 2020. By law, EPSLA eligible employees may not carry over EPSLA leave from one year to the next and are not entitled to reimbursement for unused EPSLA leave upon termination, resignation, retirement, or other separation from employment. It is possible that Congress may act to extend EPSLA leave benefits past December 31 or provide a replacement COVID leave law, but it has not yet done so; and

WHEREAS, the additional non-statutory emergency temporary COVID-19 leave benefits authorized by the Board of Commissioners in 2020 to be provided to County EPSLA Exempt Employees under the terms of the Temporary Emergency COVID-19 Leave Policy Applicable to Exempted/Excluded Emergency Responders and HealthCare Providers likewise expires on December 31, 2020. Under this authorized policy, County EPSLA Exempt Employees may likewise not carry over County emergency temporary COVID-19 leave from one year to the next and are not entitled to reimbursement for unused leave upon termination, resignation, retirement, or other separation from employment; and,

WHEREAS, County Administration is recommending the reauthorization of a emergency temporary COVID-19 leave benefit due to: i. the continuation of the COVID-19 pandemic; ii. the fact that Congress has not to date reauthorized or extended the EPSLA; iii. in recognition of the efforts and needs of the County Emergency Responders and Healthcare Providers; iv. to foster and support prudent decisions by staff to treat or quarantine; and,

THEREFORE BE IT RESOLVED the Livingston County Board of Commissioners hereby reauthorizes for 2021 the grant of up to fourteen (14) calendar day regularly scheduled work period of paid COVID-19 leave Temporary Emergency COVID-19 to Exempted/Excluded Emergency Responders and HealthCare Providers. This leave is non-cumulative with leave granted or utilized in calendar year 2020 and is further subject to the terms and conditions Temporary Emergency COVID-19 Leave Policy Applicable to

Exempted/Excluded Emergency Responders and HealthCare Providers which is likewise extended. These authorizations shall automatically terminate when the COVID-19 Pandemic is over, or December 31, 2021, or upon action by the Board of Commissioners terminating or amending this Resolution, whichever date is soonest.

BE IT FURTHER RESOLVED, that application of the Temporary Emergency COVID-19 Leave Policy Applicable to Exempted/Excluded Emergency Responders and HealthCare Providers shall be extended, on a temporary basis, to provide coverage to eligible County employees who were afforded statutory EPSLA benefit coverage prior to December 31, 2020. This authorization shall automatically terminate when the COVID-19 Pandemic is over, or December 31, 2021, upon Congress extending/reauthorizing or providing a replacement to, in whole or in part, the expiring leave provisions of the EPSLA, or upon action by the Board of Commissioners terminating or amending this Resolution, whichever date is soonest.

If Congress does act to provide extended or replacement COVID leave benefits to eligible County employees, then the provision of leave for eligible County employees shall be exclusively governed by and subject to the requirements, terms, conditions and procedures provided by applicable law and/or appropriate collective bargaining agreement leave provisions (for unit employees) or County leave policies (for non-unit employees).

BE IT FURTHER RESOLVED that the eligibility for, application of, or procedures for grant or compensation of COVID-19 related compensation or leave may be modified by Administration to comply with changing circumstance, staffing requirements, and/or to comply with applicable law.

BE IT FURTHER RESOLVED that the Board of Commissioners authorize any budget amendment to effectuate the above.

RESOLUTION NO: #

PAGE: 3

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

**Resolution Approving Appointments to Livingston County Boards and Committees
- Board of Commissioners**

WHEREAS, the terms of representatives on the following Livingston County Boards and Committees have expired and/or seats have been vacated; and

WHEREAS, the following appointments have been recommended:

Aeronautical Facilities Board

Renewal:

James Clore Term expires 7.01.2025

Community Mental Health Authority Board

Renewals:

Matt Ikle Term expires 12.31.2023

Mary Pizzimenti Term expires 12.31.2023

Veterans' Services Committee

Renewals:

Bruce Hundley Term Expires 12.31.2024

James Wallace..... Term Expires 12.31.2024

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approve the
above referenced appointments and expiration dates.

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**MOVED:
SECONDED:
CARRIED:**

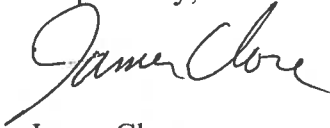
May 12, 2020

4900 Richardson Rd.
Howell, MI 48843
(517) 548-1892
jvcloren1@comcast.net

Livingston County
Board of Commissioners
304 Grand River Ave.
Howell, MI 48843

I wish to thank the Board of Commissioners for giving me the opportunity and privilege of serving on the Livingston County Aeronautical Facilities Board. My term on the board expires this year, 2020. I will be very pleased to serve another term on approval of the Livingston County Board of Commissioners.

Respectfully,

A handwritten signature in cursive script that reads "James Clore". The signature is written in dark ink and is positioned above the printed name.

James Clore



Community Mental Health Services of Livingston County

November 24, 2020

Carol Griffith– Chair
Livingston County Board of Commissioners
304 E. Grand River
Howell MI 48843

**RE: REQUEST FOR REAPPOINTMENT TO
LIVINGSTON COUNTY
COMMUNITY MENTAL HEALTH AUTHORITY BOARD**

Dear Commissioner Griffith:

This letter is to serve as written notification of our recommendation to re-appoint the following Livingston County Community Mental Health Authority Board Members upon the expiration of their present term of office, on 12/31/2020:

- 1.) Matt Ikle
- 2.) Mary Pizzimenti

Jan Plas informed our Board at the Full Board Meeting on 11/24/2020 that he will not be renewing his appointment when his term expires on 12/31/2020.

We will be sending information on his replacement in the near future.

Thank you for your consideration.

Sincerely,

Constance Conklin

Executive Director of Livingston County Community Mental Health



LIVINGSTON COUNTY ADMINISTRATION

LIVINGSTON COUNTY, MICHIGAN
304 E. Grand River Avenue - Suite 202 - Howell MI 48843

TEL: (517) 546-3669
EMAIL: NBurd@livgov.com

NATHAN BURD
COUNTY ADMINISTRATOR

**TO: PERSONNEL COMMITTEE
LIVINGSTON COUNTY BOARD OF COMMISSIONERS**

FROM: NATHAN BURD – COUNTY ADMINISTRATOR

DATE: DECEMBER 10, 2020

RE: VETERANS' SERVICE COMMITTEE APPOINTMENTS

The terms for two of five Veterans' Service Committee members are set to expire on December 31, 2020. The Board of Commissioners provided notice of the upcoming term expirations on the County's web site and was also published in the Livingston County Press & Argus on November 15, 2020, as required by the County Department of Veterans Affairs Act 192 of 1953.

Letters of Interest were received by eight candidates. All eight candidates were interviewed by the County Administrator and Human Resources Director. The consensus of the Administrator and Human Resources Director is to recommend the current incumbents, Bruce Hundley and James Wallace, for reappointment.

Please feel free to contact me if you have any questions or need any additional information on this topic.